GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

GPF-Revision of ''Form of Application for the Final Payment of General Provident Fund (GPF) Balance"- Orders -issued.

Finance(HR.5-Pensions& GPF)Department

G.O.MS.No. 214 Dated: 04-11-2016

Read the following

1. G.O.Ms.No.261, Finance & Planning (FW.Pen.II)Department, Dated 28.08.1999.
2. Letter.No.FM/GL.II/9-3/2016-17/797 dated 28.07.2016 of the Accountant General (A&E), Andhra Pradesh and Telangana, Hyderabad.

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In the G.O. 1st read above Government issued orders revising Form of Application for Final Payment of General Provident Fund balances.

2. In the reference 2rd read above the Accountant General proposed certain changes in the form of application for final payment of General Provident Fund Balances.

3 Government after careful examination of the proposal have decided to revise the form of application for final payment of General Provident Fund as suggested by the Accountant General (A&E), Andhra Pradesh and Telangana. The revised form is annexed to this G.O.

4. All Drawing and Disbursing Officers/Head of the Departments shall hereafter send to the Accountant General (A&E) two sets of applications in the revised format instead of 3 sets of form of application for processing of final payment from the General Provident Fund.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

HEMA MUNIVENKATAPPA
SPECIAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat
All Head of the Departments
The Director of Treasuries and Accounts, AP, Ibrahimpatnam
The Pay and Accounts Officer, AP, Ibrahimpatnam
The Director of State Audit, AP,
The Director of Works and Projects, AP,
All the District Collectors.
All the District Judges.
All the District Treasury Officers

The Special Chief Secretary to Governor, Hyderabad.
The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.
The Registrar General, High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
The Managing Director, AP GENCO/TRANSCO
All District Educational Officers / All Principals of Junior Colleges.
All the Chief Executive Officers, Zilla Praja Parishads.
All District Panchayat Officers.
All Mandal Development Officers.
All Secretaries of Zilla Grandhalaya Samasthas through Director of Public Libraries,
All Secretaries of Agricultural Market Committees through Director of Marketing, Andhra Pradesh
All Commissioners / Special Officers of the Municipal Corporations / Municipalities
All the Registrars of Universities.
The Resident Commissioner, AP Bhavan, New Delhi

Copy to
The Principal Accountant General (A&E), AP & TS Hyderabad.

//FORWARDED::BY ORDER//

SECTION OFFICER

Form of Application for Final Payment of General Provident Fund Balance

[Retirement/Resignation/Removal/Transfer of Balance or Death Case] TO BE FILLED IN BY THE APPLICANT

To,

The Principal Accountant General (A&E)
Andhra Pradesh & Telangana
HYDERABAD.

(Through the Head of office in case of Non-Gazetted and Through Head of the department in case of Gazetted officers)

1. (i)Name of the Subscriber(in capital letters) :
   Emp ID.(7 digit) :
   (ii) Personal Mobile No :
   (iii) Mail id :
   (iv) Aadhar Card No. :
2. Date of Birth :

3. Designation and office to which attached :

4. G.P.F. Account No. With Departmental Suffix :

5. Details of Nomination filed : (As per Rule 7) :

6. Residential address of the claimant : Present Address:

   Permanent Address:

7. Copy of the latest Account slip is enclosed: YES/NO

8. i) Date of Retirement : or
   ii) Date of resignation :or
   iii) Date of voluntary Retirement :or
   iv) Date of dismissal/removal/Compulsory retirement/invalidation
9. Particulars of offices worked during the Last 3 years

Name of Office & Address	Working during the period From	To	Designation

10. Office/Treasury at which payment is desired:

10 (A) If payment is desired out side the place of last duty enclose the following documents:

a) Personal marks of identification :

b) Two specimen signatures :

c) Left/Right hand thumb impression (in case of illiterate claimants) :

11. CERTIFICATES:

i) I have not resigned from Government Service to take up appointment in another department of State Government/ Central Government or under a Body Corporate owned or controlled by the state or Central Government.

ii)

Note: This certificate is to be furnished only by a subscriber who resigned from Government service. If resigned to take up appointment elsewhere, the information regarding transfer of balance may be given in the form prescribed in the Annexure.

iii) I hereby undertake that no appeal shall be preferred by me against my dismissal/removal/compulsory retirement/invalidation)

iv) I hereby undertake to refund any excess payment arising out of clerical error in the settlement of G.P.F. Claim.

12. In case of death the following particulars may be furnished.

a) Date of death : (Copy of death certificate to be enclosed)

b) Religion of Deceased Government :

c) Details of the surviving members of the family on the date of death of the subscriber are furnished below (copy of Family Members Certificate issued by Revenue Department) :

SI.No	Name	Relationship with subscriber	Date of birth	Marital Status as on the Date of death of the subscriber

Place
Date

Signature of the
Subscriber/ Claimant

FOR THE USE OF HEAD OF THE OFFICE/HEAD OF THE DEPARTMENT

The final withdrawal application is forwarded to the Accountant General, Andhra Pradesh, Hyderabad, for authorizing the balance.

13. Certified that all the particulars furnished above have been verified with reference to office records and are found correct.
14. The last fund deduction was made from his/her pay for the month of …….Vide this Office Bill No……Dt……for Rs……..(Rupees……)cash voucher No……..of Treasury, the amount of deduction towards G.P.F subscription being Rs…….and recovery on amount of refund of advance Rs…….
15. Details of G.P.F. Deduction made from the subscriber's salary during the last 12 months immediately preceding the date of retirement (in the proforma appended to G.O. Ms. No. 216. Dated 4-6-1986.
16. Certified that he/she was neither sanctioned any temporary advances nor any part – final withdrawal from his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service/proceeding on leave preparatory to retirement or thereafter.
    OR
17. Certified that the following temporary advance part-final withdrawals were sanctioned to him / her and drawn from his / her provident fund account during the 12 months immediately preceding the date of his / her quitting service/proceeding on leave preparatory to retirement or thereafter.

	Amount of Advance/ Part-final withdrawal	Date	Voucher No.
1.			
2.			

Yours faithfully,

Station:

Date :

SIGNATURE
With date and Designation
Official Mobile /Phone No.
DDO ID:

ANNEXURE

TRANSFER OF BALANCE:

In case of absorption in other Departments other state Government/Public/sector under takings Furnish the following information.

I.	Date of absorption	:
II.	Is absorption on permanent basis?	:
III.	Is absorption without breaks in service?	:
IV.	In case of break in service whether it is limited to joining time allowed on transfer?	:
V.	Is the absorption with the approval of State Government? If yes, Copy of the order may be enclosed	:
VI.	Accounts Officer to whom the balance has to be transferred and the new G.P.F. Account No. allotted by him	:

FW APPLICATION INSTRUCTIONS

For GPF Subscribers (Accounts maintained by A.G.Office): How to fill GPF (final payment) details

GPF final withdrawal details can be filled only after furnishing particulars for pension. (A.G. authorised or State Audit authorised)

Ensure that subscriber particulars (compulsory) are furnished against relevant fields viz;

a) Employee I.D. assigned by Treasury.
b) Name of the subscriber in full as per the service register.
c) Father's name or Husband's name in case of a female employee as per records.
d) Religion of the employee as per records.
e) Date of birth as recorded in service register.
f) Designation & office where the subscriber worked/ working.

g) Date of retirement (superannuation/voluntary retirement/compulsory retirement) or invalidation or resignation or removal/dismissal from service.

h) Date of death (In case of death of the subscriber) Copy of death certificate to be enclosed to the F.W. application.

i) Name of the claimant in case of death of the subscriber. (Should be the nominee or eligible family member as per the definition under Rule.2 of GPF Rules)

j) Personal mobile number of the subscriber/claimant. (If exists)
k) Land line phone number with STD code. (If exists)
l) Personal e-mail I.D. of the subscriber/claimant.

m) Address for communication in full including Door No & street (essential for urban areas) and PIN code.

n) Address after retirement.

Now fill up GPF details for final payment

o) Select the correct suffix (appearing in the GPF account statement) from the list and enter in the appropriate field provided.

p) Enter GPF Account Number as mentioned in the GPF account statement. (Enclose copy of latest available statement to the F.W. application)

q) Furnish details of office from which retired/last worked.
r) Furnish last fund deduction details including details of STO/DTO/PAO

s) Furnish (compulsory) particulars of GPF withdrawals (T.A/PFW) during last 12 months. **(Certificate or Nil statement counter signed by the GPF loan sanctioning authority is must in the F.W. application)**

t) Furnish particulars of employment during last 3 years of service.

u) Furnish list of Family members along with age as on DOD of the subscriber, relationship and marital status.

In death cases: This list should contain all family members including pre-deceased, along with dates of death of the pre-deceased. However, GPF shares are to be claimed / recommended only to the eligible family members. Forwarding authorities should not recommend GPF shares to ineligible family members like major sons, married daughters along with other eligible family members and at the same time, should not eliminate any eligible family member like parents and minor children of the subscriber. Guardian in respect of minor children where ever natural guardian is not there should be appointed by the DDO. Date of marriage in case of second or subsequent marriage should be furnished. Mentioning about first wife (whether not alive or divorced) is a must in these cases. Guidelines under Rule 2 and 30 of GPF Rules should be followed for determining eligibility.

Special attention to be given by DDOs in respect of cases involving judicial orders and they should be forwarded with specific remarks to avoid needless correspondence. Attested copies of all relevant documents should be enclosed to the F.W. application.